

5DE000013739

ADE00K965AIN

CLASSIFICATION ACTION REQUEST

AUN07315

Please do not write above this line

AGENCY USE

CLASS/COMP USE

HRO-302 (Revised 8-04)

A. Classification Action Request

- ☒ Establish New Position - Include PDQ, Org Chart - Complete C, D, E, F and G  
☐ Review - Include PDQ, Org Chart - Complete B, C, D, E, F and G  
Reclass, Update PDQ, Uncover / Cover, FLSA Review, Employee Initiated  
☐ Extend Uncovered Temporary / Covered Limited Position - Complete B, D, F and G

Agency Contact Name - Phone No. - E-mail

Jane Snyder 1-202-277-4981 jsnyder@dcid.gov

B. Current Position

Current Job Code Description (Title) Job Code

C. Agency Recommendations - Title

Position No. New Position No.

Director of Operations Support II ADE00K965AIN

Job Code Salary Schedule Grade Security Level / Location

AUN03411 AREG 19 91999999999

Mandating Code UNGARS 41-771 Direct SPV Code SPV Link Effective Date of Change

Process Level Department User Level/OK Locator Location Code

DE160 16110 DE00203 DEMAPHA172

D. Reason for Action Requested

1. Increase in responsibilities and complexity of work

E. Expense Account / Activity

Expense Account 1000 DE 09999

Activity 06-9299 2222

F. Dates of Position If Type of Position is other than Permanent

☐ Uncovered Temporary ☐ Covered Limited Requested Expiration Date

G. ☒ I DO ☐ DO NOT recommend this classification action.

☒ I DO ☐ DO NOT certify that funds are available to finance increased costs for this and the subsequent fiscal year without additional legislative appropriation and that ARS Section 35-174, commonly known as the "Vacancy Savings" law, will not be violated.

Signature of Agency Head or Authorized Rep Title Date

Jane Snyder Director 05/24/06

Drug Testing ☐ Yes ☐ No Space Availability

Retirement Code

Inmate/Patient Contact If no, attach a memo stating your space requirements.

FROM:	FUND	DEPT.	ACTV.	APPR.	RPTG.	FTE	ARMB
	4000	700	1000	840	ARMB	3	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
TO:	FUND	DEPT.	ACTV.	APPR.	RPTG.	FTE	ARMB
							<input type="checkbox"/> Y <input type="checkbox"/> N

SIGNATURE / AUTHORIZATION

DATE

Action Approved by ADDA Classification

Reason Code ESTAB UC Position ADE00K965AIN

Return No Action Reason ☐ Incomplete ☐ Agency Cancelled ☐ Return No Change

Approved Actions

☐ Title to Pgt Pgt SPT II Job Code AUN07315

☐ Salary Sch AREG Grade 19

☐ New Job Code per HRC-300

Exempt from Overtime FLSA Pay Plan

☐ Yes ☐ EXC

☒ No ☒ NEXP ☐ EXP

Salary Range \$ 52,110.1 to \$ 55,305

☒ Uncover pursuant to ARS 41-771- B. 1 ☐ Expiration Date

Mandatory Training N/A Physical Req Stamp

Analyst Contact Detail

☐ In-person / Audit

☐ By Phone / Fax / E-mail

☐ None

Contact Date In 5/24/06

Date all info rec'd Analyst PG

Date Entry Hold HRIS Date 6/8/06

Effective Date if not Complete Date 6/2/06 Database 6/8/06

Analyst Signature Date Complete 6/10/06

Comments: Position is responsible for providing assistance to local community advisory board in district 1, identify needs of individuals under criminal justice system and communicate those needs back to board, criminal justice advisory board. Position established uncovered position pursuant to ARS 41-771-C. 1, reporting directly to ADE007118AHN.

**STATE OF ARIZONA  
POSITION DESCRIPTION QUESTIONNAIRE**

1. Position Number:	2. Official Classification Title: Programs and Projects Specialist II
2. Working Title: Programs and Projects Specialist II – District I (serving Maricopa county)	4. Work Hours and Days: 20 hours per week, Monday-Friday, some evenings and weekends
5. Division: Governor's Council on Developmental Disabilities	5. Section: N/A
6. Work Unit: N/A	8. Physical Work Location (Street Address) and Phone #: 3838 North Third Street, Suite 306 Phoenix, Arizona 85012
9. Supervisor's Name, Official Title, Grade, and Phone Number:  Cynthia Gafford Contracts Management Supervisor I, Grade 21 602-277-4986	10. Will this Position Supervise / Manage? Yes / No (Circle One) (Circle One) # of Direct Reports: <u>0</u> # of Indirect Reports: <u>0</u>  If position supervises/manages, the organization chart must include position number, class title and code, and grade for each employee being supervised by this position. Elaborate on authority in Section E.  <i>Supervision is defined as the authority to approve sick/annual leave, recommend hiring, dismissal or discipline, assign/schedule work, complete performance evaluations, etc. See instructions for "Manager" definition.</i>

**A. REQUEST TO:** Establish New  X  Review \_\_\_\_\_ Uncover \_\_\_\_\_ Update Description  
Only

**New Position: Programs and Projects Specialist II (uncovered)**

Other, Specify \_\_\_\_\_  
(See instructions for choices.)

Employee Initiated? Yes / No

See Personnel Rule R2-5-301.G. If yes, employee should submit (Circle One) through agency  
management. For assistance, employee should contact their agency human resources office.

## B. JUSTIFICATION STATEMENT

### 1. Explain the events or changes that made this request necessary.

The Governor's Council on Developmental Disabilities is fully funded by the United States Department of Health and Human Services, Administration on Developmental Disabilities and charged with supporting advocacy, capacity building and systemic change activities that contribute to a coordinated, consumer and family-centered system of community services and individualized supports for persons with developmental disabilities. For much of its history, the Council has contracted with six district advisory councils to provide advocacy services and assist in implementing its five-year plan for persons with developmental disabilities in various areas of the state. Each of the district advisory councils has hired a director to carry out the work conducted by the district council. Over the course of the last year and a half, the Council has been exploring the possibility of transitioning to a new structure in which it would hire the district council staff on as in-house staff of the statewide Council. To that end, the Council piloted the new "hiring structure" in two regions of the state – district III (serving Yavapai, Coconino, Navajo and Apache counties) and in district V (serving Gila and Pinal counties), beginning on July 5, 2005. The pilot has been successful. The Council is now seeking to establish positions in the remaining four districts. It is the Council's belief that the full implementation of this structure across all six districts will ensure greater consistency and effectiveness in the implementation of its five year plan.

This position description questionnaire is specific to the establishment of a position to serve district I (serving Maricopa County).

*We are requesting this position be est. pursuant to A.R.S. 41-771 B.3*

2. Attach an organization chart clearly identifying each position's official classification title, class code, and grade. Include at least two levels of supervision above this position, this position's co-workers, and, if applicable, subordinates. If requesting a review, two (2) organization charts (current and proposed) must be attached.

See Attached

C. **JOB SUMMARY** - In general terms, briefly describe the purpose of this position and for what it will be held accountable. Why does it exist?

The purpose of the Programs and Projects Specialist II for district I (Maricopa county) will be to assist the Council in meeting its federal mandate of carrying out its five-year plan, aimed at serving all Arizonans with developmental disabilities, throughout the state of Arizona. The individual hired for this position will be responsible for:

- Providing assistance to members of the local community advisory board in district I assessing the needs of individuals with developmental disabilities in their district
- Providing input to the Governor's Council on Developmental Disabilities (GCDD) as to the needs of individuals with developmental disabilities in district I, based on the input of the community advisory board, and in ensuring that those needs are adequately addressed by the Council.
- Conducting local advocacy, capacity building and systemic change activities as assigned by

the GCDD in conjunction with its five year plan.

- Organizing community members to actively participate and become involved in educating their state and local legislators about policy issues impacting people with developmental disabilities.
- Networking with local community agencies and disability groups to work collaboratively on issues of mutual concern, consistent with the GCDD five year plan.
- Facilitating assistance on behalf of people with disabilities and their families in the pursuit of administrative or other remedies to relieve the denial of legal, civil or other service rights, including the provision of information and referral.
- Supporting and conducting activities to eliminate local barriers to access and use of community services.
- Acting as a spokesperson for the GCDD and the local community advisory board through the articulation of values promoted by the federal and state law guiding GCDD operation.
- Assisting in supporting the Self Advocacy Coalition of Arizona and in establishing self-advocacy organizations led by people with developmental disabilities.
- Other duties as assigned.

**D. MAJOR RESPONSIBILITIES** - What are the primary functions for which this position is accountable? Using action verbs, please state what you do and why you do it. (e.g., Writes, prints, and distributes monthly newsletter to keep departmental employees informed. Observes prison inmates to ensure order is maintained.) Please do not combine dissimilar responsibilities on one line (e.g., budget preparation and staff supervision are very different functions). **Ensure the time spent does not exceed 100%.**

List primary responsibilities in increments of 5%.		Percent Time Spent (%)
1. Providing <sup>research</sup> assistance to members of the local community advisory board in district 1 and in assessing the needs of individuals with developmental disabilities in their district.		10%
2. Providing input to the <sup>Arizona Developmental Disabilities Planning Council</sup> Governor's Council on Developmental Disabilities (GCDD) as to the needs of individuals with developmental disabilities in district 1, based on the input of the community advisory board, and in ensuring that those needs are adequately addressed by the Council, based on research to support the 5-year plan.		10%
3. Conducting local advocacy, capacity building and systemic change activities as assigned by the GCDD in conjunction with its five year plan. <sup>ADPPC</sup>		15%
4. <del>Organizing advisory board members and community members to actively participate and become involved in</del> <sup>community members</sup> Educating their state and local legislators about policy issues impacting people with developmental disabilities.		20%
5. <sup>resources and practices</sup> Networking with local community agencies and disability groups to work collaboratively on issues of mutual concern, consistent with the GCDD five year plan. <sup>ADPPC</sup>		5%
6. <del>Facilitating assistance on behalf of people with disabilities and their families in the pursuit of administrative or other remedies to relieve the denial of legal, civil or other service rights, including the provision of information and referral.</del> <sup>through</sup>		5%

7. Supporting and conducting activities to eliminate local barriers to access and use of community services.	5%
8. Acting <sup>research and</sup> as a spokesperson for the <del>GCDD</del> <sup>ADDPC</sup> and the <del>local community advisory board</del> through the articulation of values promoted by the federal and state law guiding <del>GCDD</del> operation.	5%
9. Assisting in supporting the Self Advocacy Coalition of Arizona and in establishing self-advocacy organizations led by people with developmental disabilities.	20%
10. Other duties as assigned.	5%
	100%

**E. AUTHORITY** - What kinds of actions and decisions will the employee in this position be authorized to make? What kinds of actions and decisions will require clearance from the supervisor? (If box #10 on Page 1 is marked "Yes", description must elaborate on this supervisory authority.) Please be specific.

This individual will be authorized to work independently with the ~~local community advisory board~~ <sup>ADDPC</sup> to identify the needs of individuals with developmental disabilities in ~~district~~ and communicate those needs back to the ~~GCDD~~ <sup>ADDPC</sup>. Additionally, this individual will have the authority to conduct local advocacy, monitoring and organizing activities independently. Activities inconsistent with assigned activities or with activities outlined in the ~~GCDD's~~ <sup>ADDPC</sup> five-year plan will require clearance from the ~~supervisor~~ <sup>executive director</sup>.

**F. KNOWLEDGE, SKILLS, & ABILITIES (KSAs)** - What knowledge, skill and ability must the employee in this position have acquired in order to perform work satisfactorily? Please be specific. (Definitions: Knowledge is described as familiarity with something or possession of information or understanding in the mind. Skill is defined as a developed capability to perform tasks or actions effectively. A skill may be developed in a variety of manual, physical, intellectual or interpersonal activities. Ability is defined as a natural talent or acquired expertise.)

This position requires a working knowledge of the Developmental Disabilities Assistance and Bill of Rights Act, including those provisions related to the statewide implementation of the Council's five-year plan. The candidate must have knowledge of the developmental disabilities service system in Arizona, including relevant statutes, laws and regulations and their impact on people with developmental disabilities and their families. Additionally, the candidate must have the ability to develop an effective working relationship with the ~~local community advisory board~~ <sup>ADDPC</sup>, ~~GCDD~~ <sup>ADDPC</sup> staff and community organizations. The candidate must also have good oral, written, communication, analytical, interpersonal and organizational skills and possess the ability to work independently with minimal supervision. The candidate must have at least three years of related experience working in human service programs.

How would the KSAs you have specified ordinarily be acquired? If education or training is

cited, specify subject areas and courses. (Only list degrees or certifications if they are required to perform the job (e.g., C.P.A., Registered Nurse, Attorney) If work experience is cited, specify type of work and time on the job required.

The KSAs<sup>Field</sup> listed above would traditionally be acquired through experience working in human service programs, preferably in settings involving direct work with individuals with developmental disabilities, their family members and members of the community. Candidates for this position should have at least three years of program and planning experience, <sup>research or</sup> three years in communication, i.e., social media, journalism, mass comm, etc., and a bachelor's degree in a related field.

#### **SUPERVISOR/AUTHORIZED AGENCY REPRESENTATIVE MUST COMPLETE SECTION G.**

**G. ESSENTIAL JOB FUNCTIONS** - What are the physical, mental and environment demands for this position? Functions identified must coincide with the description of duties and major functions for this position. The functions should focus on what is to be done and the processes traditionally used to achieve the result or produce the end results. Essential vs marginal functions should reflect fundamental requirements for this position; and with the absence of such requirements the nature, scope, level or purpose of the position would be changed.

For each of the following requirements, indicate the frequency which it occurs to this position.  
C = Continuously (>66%); F = Frequently (34-66%); O = Occasionally (10-33%); N/A = Not Applicable.

<b>PHYSICAL DEMANDS</b>	<b>Frequency</b>	<b>Applicable Major</b>
Balancing	N/A	
Climbing	N/A	
Crawling	N/A	
Fine Dexterity	N/A	
Foot Controls	N/A	
Hearing	N/A	
Kneeling/Crouching/Bending	N/A	
Manual Dexterity	N/A	
Lifting/Carrying _____ pounds	N/A	
Pushing/Pulling _____ pounds	N/A	
Reaching	N/A	
Sitting	N/A	
Standing	N/A	
Talking	N/A	
Twisting	N/A	
Upper Extremity Repetitive Motion	N/A	
Vision	N/A	
Walking/Running short distances _____ long distances _____	N/A	

Other (describe)	N/A	
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NON-PHYSICAL DEMANDS	Frequency	Applicable Major Functions
Analysis/Reasoning	C	ALL
Communication Skills (distinguish from "talking" if additional requirement to simultaneously mentally analyze or reason and verbally express)	C	ALL
Math/Mental Computation	O	4,6
Reading	F	ALL
Sustained Mental Activity (Example: auditing, grant writing, composing reports, problem solving)	C	ALL
Writing	F	ALL
Other (describe)	N/A	

ENVIRONMENTAL DEMANDS	Frequency	Applicable Major Functions
Work Alone? Yes <u>X</u> No ___ 10% of time	<del>C</del> F	10
Dust	N/A	
Frequent Task Changes	<del>N/A</del> F	
High Volume Public Contact	C	ALL
Loud Noises	N/A	
Physical Abuse/Physical Danger	N/A	
Tedious/Exacting Work	N/A	
Temperature Extremes	N/A	
Toxic Substances, i.e., solvents, degreasers, herbicides, pesticides, asbestos, printer toner, etc.	N/A	